

Policy Name:	NOTICE OF DISRUPTIONS IN SERVICE PROCEDURES		
Policy Number:	AODA-106	Formerly	AODA-6

 West Elgin Community Health Centre	Creation Date:	Reviewed Date:	Approved by:
	November 2011	March 2018	Executive Director

POLICY STATEMENT

The West Elgin Community Health Centre (the “Centre”) will provide notice on disruptions in our facility services to people with disabilities. In the event that there is a disruption in the usual facilities or attached services that the Centre provides to people with disabilities that impacts access (e.g. Accessible washrooms, ramps, accessible, parking spaces, automatic doors, TTY services, etc.), we will provide notice of such disruption as far in advance as possible, through a variety of means

PROCEDURES

When service disruptions are planned or anticipated (e.g. Routine maintenance or upgrades) notices of the disruption will be posted in advance by the person overseeing the process.

When service disruptions are not anticipated (e.g., sudden malfunctions), notices of service disruption will be posted as soon as the disruption occurs by the person overseeing the process.

All notices regarding service disruptions will, where relevant

- Note the reasons for the disruption
- Note how long service is expected to be disrupted
- Be posted in conspicuous places where people with disabilities can easily access the information such as: on the door to the premises, on bulletin boards throughout the building, on the website or direct clients to alternative ways to access the service

In the event of both anticipated and unanticipated service disruptions, alternative means of providing the service will be offered, where possible.